

Direct Deposit of UI Payments

Direct Deposit of UI Payments?

Direct Deposit is the electronic transfer of your weekly Unemployment Insurance (UI) payment into your checking account at your bank, credit union or savings and loan through a system called the Automated Clearing House (ACH) network. Your financial institution must be a member of the ACH network in order for you to receive UI payments by Direct Deposit. We currently have 24,000 financial institutions with which we can work.

What are the advantages of Direct Deposit?

- Direct Deposit is faster. It eliminates delays by the postal service associated with mailing of paper UI checks.
- Direct Deposit is safer. It eliminates the risk of paper checks being lost in the mail, sent to wrong address or stolen.
- Direct Deposit is convenient. It eliminates the need to make a trip to your financial institution and wait in line to cash or deposit your UI check.
- Direct Deposit is free. There is no fee for using the electronic transfer system.

How do I enroll?

You must complete the Direct Deposit Authorization form. The authorization form permits the UI Division to pay you benefits by Direct Deposit. You must also provide a voided personal check to ensure the account number and financial institution's routing number you provide are correct. You will be paid by check until your new account information is entered.

How will I know the UI Payment amounts deposited to my account?

The UI Division will send an informational message via US Mail each time that payment for a week claimed is transmitted to your financial institution. Your financial institution will also include your UI deposits on your monthly statement.

Who do I contact if my payment is not deposited?

Contact your financial institution's ACH department. Ask if they received your deposit and when they expect to post it to your account. Call one of the UI Information/assistance telephone numbers immediately if your bank has no record that they received your deposit.

*Additional Information on Reverse

Return completed form to **one** of the addresses listed below:

Milwaukee Benefit Center
PO Box 09999
Milwaukee, WI 53209-0999

OR

Madison Benefit Center
PO Box 8978
Madison, WI 53708

NAME
ADDRESS
CITY, STATE ZIP

DATE

PAY TO THE ORDER OF \$

BANK NAME
ADDRESS
CITY, STATE ZIP

FOR

Routing Number Account Number

State of Wisconsin – Unemployment Insurance Direct Deposit Authorization

PLEASE PRINT

Social Security Number	Claimant Name
Check One: <input type="checkbox"/> Original Sign-Up <input type="checkbox"/> Authorization Change <input type="checkbox"/> Cancel Direct Deposit	
Name of Financial Institution	City
Bank Routing Number	Checking Account Number

A voided check must be attached for account verification

I authorize the State of Wisconsin, Unemployment Insurance Division, to electronically deposit unemployment insurance benefits I am entitled to receive to my account in the financial institution as listed above. This authorization will remain in effect until I call one of the UI information/assistance telephone numbers.

Claimant Signature	Date Signed
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What if there are changes to my account into which Direct Deposits are being made?

The UI Division will transmit your payment to the financial institution and account of record as provided by you. It is your responsibility to inform the UI Division of any changes to the account. Changes include changing financial institutions, changing accounts within the same institution, closing accounts, changing your name, or that you wish to change deposit of your payment from one account to another. If you make any of these changes while on Direct Deposit without notifying the UI Division first, your payments will be delayed. If you plan to make any of the above changes, call one of the UI information/assistance telephone numbers first. You will be required to fill out a new account authorization form, and will be paid by check until your new account information is entered.

Can I Participate in Direct Deposit if I have a joint checking account?

Yes. However, although your UI payment is deposited to a joint account, the UI Division will not release information about payment of benefits to the other party to the joint account. You must call one of the UI information/assistance telephone numbers yourself to obtain that information. In addition, the UI Division will not involve itself in domestic disputes such as the other party's use of the UI monies deposited in the joint account.

How do I cancel Direct Deposit?

Call one of the UI information/assistance telephone numbers. Direct Deposit payments will be cancelled immediately. You will be paid by check beginning with the next weekly claim certification processed.

***If you have any other questions about Direct Deposit, call one of the UI information/assistance telephone numbers below.**

Local Madison area	608-232-0824
Local Milwaukee area	414-438-7713
Outside local areas	1-800-494-4944